

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 14</p> <p style="text-align: center;">Proofs of Claim</p>

CM/ECF requires all claims be associated with a creditor record for the case in which the claim is being filed. To locate and/or add a creditor into the database for filing Proofs of Claim, follow the steps as indicated below.

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **File Claims**.

STEP 3 The **Search for a Creditor** screen will display. Enter the **Case Number**. To search for a specific creditor, type the first letter(s) of the creditor's name in either lower or upper case, as the search is not case sensitive. Leaving this field blank will display a list of ALL creditors in the case. In the **Type of creditor** box, select "**Creditor**" then click **Next**.

STEP 4 The **Select a Creditor for Claim** screen will display. If your creditor is correctly listed (name and address), highlight the creditor's name then click **Next** (proceed to STEP 6). If your creditor is not on the creditor list, or if your creditor is on the list but the associated address is different from the address indicated on the claim. Click **Add Creditor** and proceed to STEP 5.

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**STEP 5** The **Add a Creditor** screen will display. Enter creditor name and address information in accordance with the Style Guidelines (see Chapter I, Section 3). Click **Next**.

**Add Creditor(s)**

Case 05-10005-SHF already contains creditors!  
Case number 05-10005-SHF Joey Baga Bones

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☐ No ☐ Yes

☐ Continue To Enter ☐ Last Entry

**Add Creditor(s)**

Total Creditors Entered 1

**Creditors Receipt**

Case Number

Total Creditors Added to Database

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Click **Submit**, then Click **File A Proof Of Claim**, (see STEP 5 above).

**STEP 6** The **Proof of Claim Information** screen displays. Verify that the correct creditor's name and address appear at the top. At any time, use the browser's back button to return to a prior screen.

- ◆ Enter the data in the appropriate fields for this claim. If filing an amended claim, enter the original claim number in the **Amends Claim #** box.
- ◆ Select the appropriate filer type from the **Filed By** drop down list.
- ◆ Do not enter any data in the **Late** or **Status** boxes. Do not enter the dollar sign (\$) or commas in the dollar amount fields.
- ◆ In the **Amount Claimed** boxes enter the claim values Unsecured, Secured, Priority and Unknown. Do not enter dollar signs (\$) or commas in the dollar amount fields. **[NOTE - The Total fields are marked *Display Only* and will automatically calculate totals based on the claim amounts entered.]**

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- ◆ The **Description** field (up to 60 characters) is available to add more detail to the proof of claim. Information added in this field will appear on the Claims Register. Do not enter any information in the **Remarks** field, this box is for Court Use Only.
- ◆ Verify information entered. Click **Next**.

Proof Of Claim Information For				
7637 - John Doe 1515 Mocking Bird Ln Miami FL 33130				
Case Number: 05-10005-SHF	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor ▼
Last Date To File:	Last Date To File(Govt): 07/05/2005	Date Filed: 01/24/2005	Late: No ▼	Status: ▼
<b>Amount Claimed</b>				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
10000.00	500.00	25000.00		35500.00
<b>Amount Allowed</b>				
				Total (Display Only)
Description:	ABC Collection Agency			
Remarks:				
Next Clear				

**IMPORTANT NOTE** - It is recommended that the claim amounts be entered in order for the totals to appear on the claims register.

**STEP 7** The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.  
**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments. **[NOTE:** Attachments to proofs of claim must comply with Local Rule 3001-1(A)(3)].

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Case 05-10005-SHF  
Select the pdf document (for example: C:\199cv501-21.pdf).  
**Filename**  
C:\Proof of Claim.pdf   
Attachments to Document: ☐ No ☐ Yes

**STEP 8**      **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the proof of claim has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.